

ABSENCE AND LEAVE

This regulation contains the regulatory requirements of the Georgia National Guard Technician Absence and Leave System. It is consistent with the requirements of the Office of Personnel Management and Code of Federal Regulations (CFR). It contains general guidance to be used by managers and supervisors relating to technician absence and leave.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to:

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This regulation supersedes HRR 630, 11 March 1999

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ABSENCE AND LEAVE

1. **PURPOSE:** This regulation implements and supplements, as necessary, those provisions of the Office of Personnel Management, Department of Defense, National Guard Bureau and Title 5, Code of Federal Regulations policy issuances governing absence and leave.

2. **POLICY:** Attendance, excused absence, and leave administration policies covered in this regulation shall be applied equitably to all effected technician employees of the Georgia National Guard.

3. ANNUAL LEAVE:

a. **Basic Considerations.** Technicians shall earn annual leave in accordance with applicable regulations and statutes. Technicians shall be encouraged to plan the use of their leave wisely, and as far as practicable in accordance with the operating requirements of their organization. Request for leave shall be considered in conjunction with current and anticipated workloads, and regard for the welfare and preference of individual technicians.

b. **Request for Leave.** All periods of annual leave (regardless of the length of such leave) will be approved in writing and in advance of such leave. Request for annual leave will be submitted on Standard Form 71. When extenuating circumstances preclude this procedure, supervisors may grant oral approval of annual leave; however, such approval will be confirmed at the earliest possible time using SF 71.

c. **Granting Annual Leave.** Except in cases of emergency, the use of leave shall be planned and requested in advance of the absence. In an emergency situation, a technician must notify his/her supervisor before or as soon as possible (normally not more than two hours) after the time in which he/she is scheduled to report for duty to explain the circumstances and request approval for the absence.

d. **Advanced Annual Leave.** Technicians may be authorized the use of the leave that they are entitled to earn within a leave year at any time during that leave year. A Technician may not be advanced more leave than he/she will earn prior to the anticipated date of separation or retirement when it is known that a technician will retire or separate from federal service within the leave year. The authority to approve advanced annual leave is delegated to the first level supervisor. **Supervisors shall submit documentation of such approval to the applicable civilian pay customer service representative prior to the use of any advanced leave.**

e. **Charging of Leave.** The minimum amount, which is charged to leave for absence, is one hour. Additional leave charges are in multiples of one hour. Under ordinary circumstances, unavoidable or necessary absences from duty of less than 1 hour, and tardiness, may be excused for adequate reasons without charge to leave when the reasons are justifiable to the supervisor. When not justifiable, the absences must be charged to compensatory time, annual leave, leave without pay or absence without leave and may become the basis for disciplinary action. If a charge is made against leave for tardiness or unauthorized absence from duty, the technician shall not be required to perform work during the period of time for which leave is charged against his/her leave account.

f. Restoration of Forfeited Annual Leave Involving Exigencies, Sickness, or Administrative Error. Annual leave forfeited because of exigencies of the public business must have been of such importance as to prevent the use of annual leave which was approved and scheduled prior to 15 November of the leave year. The authority to approve the restoration of leave is the Human Resource Officer (HRO). HRO Form 630-1 "Request for Restoration of Forfeited Annual Leave" should be forwarded to the HRO, with the Selecting Official's recommendations, for restoration. Current law does not permit advance authorization to carry excess annual leave into another leave year.

g. Scheduling Restored Leave. Except for annual leave forfeited as a result of employment at a DOD installation undergoing closure or realignment, annual leave restored must be scheduled and used not later than the end of the leave year ending two years after the leave is restored. In the case of leave restored under a Base closure or realignment, the time limit for use of leave does not start until the technician no longer works at a closing DOD installation or a DOD installation undergoing realignment.

4. **MILITARY LEAVE:**

a. Technicians serving under permanent, temporary indefinite, or term (in excess of one year) appointments who are members of the National Guard or Reserve Components are entitled to military leave. An eligible Technician is granted any military leave that is available whenever ordered to active duty or active duty for training, inactive duty for training (IDT) or unit training assemblies (UTA's).

b. Military leave accrues at the rate of 120 hours for full-time employees per fiscal year (beginning 1 October). Permanent part-time employees will accrue military leave on a pro-rated basis. A total of 120 hours of unused military leave may be carried over into a new fiscal year for a potential total of 240 hours of military leave. Military leave may be used during one or more periods of military duty.

c. Upon being ordered to military active duty, a technician with accrued military leave may use other leave first, i.e., annual leave, compensatory leave or leave without pay for the performance of such duty; and may commingle military leave and other types of leave. A technician WILL NOT be charged military leave for any non-workdays and holidays.

d. Military leave is chargeable in one-hour increments (minimum one hour); therefore, if a technician elects to use military leave, he/she will be charged leave only for hours during which the employee would otherwise have worked and received pay.

e. Technicians who are called to State or Federal active duty to provide military aid to enforce the law will be entitled to an additional 22 workdays of military leave in a calendar year. The 22 days military leave is Law Enforcement Leave and is in addition to the 120 hours of military leave that is used while performing active duty, active duty for training, or inactive duty training (Reference paragraph 8 of this publication).

f. 5 U.S.C. Sec. 6323 authorizes military technicians an additional 44 days military leave in a calendar year for participation in operations outside the United States, its territories and possessions. Technicians must be on military active duty without pay under section 12301(b) or 12301(d) of Title 10 USC. Only those workdays in the technician's regularly scheduled workweek from which absent are charged to leave. See HRO/ERS for details.

g. Technicians are responsible for timely coordinating and requesting leave for military duty with supervisors, furnishing required orders, and certification of attendance to properly account and certify time and attendance reports.

5. **LEAVE WITHOUT PAY (LWOP):** Leave without pay means an absence from duty in a nonpay status. Leave without pay may be taken only for those hours of duty comprising an employee's basic workweek.

a. The Selecting Official may approve LWOP for periods of less than 80 hours duration.

b. The individual must submit requests for LWOP in excess of 80 hours, in writing, and in advance of the date LWOP will commence, through the selecting official, to the Human Resources Office. Requests for LWOP will be accompanied by SF-52. Part I C, SF-52, "Personnel Action Requested" will be completed to indicate period of LWOP requested; e.g. "LWOP 01-01-99 through 02-18-99 inclusive. **Breaks in LWOP for a single period of active duty are not authorized.** Upon employee's return to duty from LWOP, the supervisor will submit a SF-52 to the Human Resources Office to return the technician to a pay status. Part I D will indicate the date the technician returned to duty.

c. Leave Without Pay will not be confused with Absence without Leave (AWOL) which occurs when a technician is absent from duty without obtaining approval. Disciplinary action may be invoked for periods of absence without leave.

6. **SICK LEAVE:**

a. Sick leave shall be granted to eligible technicians when the technician:

(1) Receives medical, dental, or optical examination or treatment;

(2) Is incapacitated for performance of duties by physical or mental illness, injury, pregnancy, or childbirth;

(3) Provides care for a family member as a result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment (ref. para. 12b for definition of family members);

(4) Makes arrangements necessitated by the death of a family member or attends the funeral of a family member; or

(5) Would as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by his or her presence on the job because of exposure to communicable disease;

(6) Must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys, court proceedings, required travel, and other activities necessary to allow the adoption to proceed.

b. Limitations. The Family Friendly Leave Act permits technicians to a maximum of 40 hours of sick leave per calendar year to provide care for a family member or arrange for and/or attend the funeral of a family member as described in paragraph 6a (3) and (4) above. In addition a technician who maintains a balance of at least 80 hours of sick leave will be authorized to use an additional 64 hours of sick leave per calendar year bringing the total amount of sick leave available for family care and bereavement purposes to a maximum of 104 hours per calendar year.

c. Request for Sick Leave. Technician who must be absent from duty because of illness shall notify their supervisor of his/her illness within two hours after the beginning of the work shift, except in cases of emergency in which notification shall be made as soon as possible. A technician shall request advance approval for sick leave for the purpose of receiving medical, dental, or optical examination or treatment and to the extent possible for purposes of caring for a family member or bereavement purposes.

d. Medical Certificate. Technicians must furnish a medical certificate to support sick leave for absences in excess of five consecutive workdays. A medical certificate may be required for absences of less than five consecutive workdays, whenever there is reason to believe the sick leave privilege is being abused. Supervisors will review the sick leave record of those technicians required to present a medical certificate for any sick leave used every six months to determine if this requirement should continue.

e. Request for Advanced Sick Leave. Request for advancement of sick leave will be submitted, in advance, through the technician's supervisor to the selecting official for approval. The request for advanced sick leave will be supported by a medical certificate signed by a licensed medical practitioner certifying to the incapacitation and progress of the technician and the date the technician may be expected to return to work. The physician's statement may be made on the SF 71, office letterhead, or other stationary identifying the physician. The selecting official must notify the civilian pay customer service representative in writing of the approval and maintain documentation of such approval.

f. Refusal of Advanced Sick Leave. A technician will not be advanced sick leave if he/she has a past record of sick leave abuse or there is sufficient reason to believe the technician will not return to duty, or the advanced leave will not be paid back prior to separation or retirement. A technician does not have a vested right to advance sick leave regardless of the circumstances.

7. EXCUSED ABSENCES: Excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. (Excused absence is often referred to as "administrative leave" but excused absence is the regulatory term.) Excused absence may be granted in limited circumstances which should be directly related to the mission of the National Guard, enhance the professional development or skills of the employee in his or her current position, or for activities officially sponsored/sanctioned by the National Guard. The following are examples of recurring situations, which warrant excused absence:

a. Registration and Voting. A technician may be excused for a reasonable time, when practicable to do so without seriously interfering with operations, to vote or register in any elections or in referendums on a civic matter in their community. Generally, a technician is excused from duty as to permit him/her to report for work three hours after the polls open or to leave work three hours before the polls close, whichever results in the lesser amount of time off.

b. Military Funerals. Technicians who are veterans of declared wars, or who served in a campaign or expedition for which a campaign badge has been authorized, or who are members of an honor or ceremonial group of those veterans, or who volunteer may be granted excused absence for up to five hours in any one day to participate as an active pallbearer or as a member of a firing squad or guard of honor in a funeral ceremony for a member of the armed services.

c. Blood Donation. All technicians who volunteer as blood donors, without compensation, to the American Red Cross, to military hospitals or other blood banks, or in response to emergency calls for needy individuals, will be authorized a maximum of one-half workday excused absence for blood donations. A longer period may be authorized only when required for donor recuperation purposes. This excused absence is for the express purpose of donating blood and recuperation therefrom; therefore any leave granted must be used at the time of the donation and may not be taken at a later date. Technicians participating in the apheresis donor program are authorized two hours excused absence per month. Technicians desiring to contribute more than once per month are authorized with supervisor's approval to take annual or compensatory leave for this donation.

d. Required Medical Examinations. Technicians who take examinations required by their present positions, including reexaminations, may be granted excused absence. Technicians not on military orders, who take medical examinations required as a condition of employment may be excused without charge to leave. Such excused absences are for examinations only and are not granted for extended periods of time, e.g. extensive tests or hospitalization resulting from the medical examination.

e. Tardiness and Brief Periods of Absence. Under ordinary circumstances, tardiness from duty of less than 1 hour may be excused without charge to leave when the reasons are justifiable to the supervisor. When not justifiable, the absences must be charged to compensatory time, annual leave, leave without pay or absence without leave and may become the basis for disciplinary action. If a charge is made against leave for tardiness or unauthorized absence from duty, the technician shall not be required to perform work during the period of time for which leave is charged against his/her account.

f. Conferences and Conventions. Employees may be granted excused absence to attend conferences or conventions when attendance will serve the best interests of the Federal Service. Excused absence may be restricted to those situations in which the technician is an official representative of the agency or is a contributor on the agenda. Excused status will be permitted only when such attendance will serve the best interest of the Federal Service. All request for this leave will be submitted in writing, in advance, to the Selecting Official for approval.

g. Physical Fitness. Physical fitness is NOT performed in an excused absence status. Physical fitness is performed in a duty status in accordance with The Adjutant General's physical fitness policy memorandum.

h. Volunteer Activities. Technicians may be granted excused absence for short periods of time to participate in volunteer activities that are mission-related, officially sponsored or sanctioned by the National Guard, or enhance the professional development and/or skills of technicians in their current positions. Periods of excused absence must be requested in writing and approved by the Selecting Official.

i. Guidelines for Dismissal and Leave Treatment of Employees During Emergency Situations. All employees are to presume, unless otherwise notified, that the Georgia National Guard will be open each regular workday regardless of any weather or other emergency conditions which may develop. However, on occasion, emergency situations arise which are beyond the control of technicians and would prevent him/her from getting to work, or create the necessity to dismiss technicians early in certain geographical areas. An emergency situation is defined as a condition which may prevent technicians in significant numbers from reporting to work, or may necessitate the closing of the facility in whole or in part due to such developments as severe weather conditions, massive power failures, utility disruption, major fires, and serious interruptions to public transportation. Technicians who cannot report to work because of the above reasons must telephone their first level supervisor for appropriate instructions. The authority to administratively excuse technicians rests with the Selecting Official.

The HRO, Command Administrative Officer for Army technicians and the Executive Support Staff officer for Air technicians will be advised when facilities are closed.

(1) Conditions Developing During Work Hours. The Selecting Official will be the authority for early dismissal of technicians when it is determined that an emergency situation exists or that it has been determined that streets, highways, and bridges are, or will be, dangerous to health and safety. Selecting officials are responsible for informing the HRO, Command Administrative Officer for Army technicians and the Executive Support Staff Officer for Air technicians. Technicians will contact only their immediate supervisor concerning information on such dismissals. Whether a technician should or should not be charged leave for an absence depends upon his/her duty or leave status at the time of dismissal, which is determined as follows:

- If a technician was on duty and was excused, there is no charge to leave for the remaining hours of work following dismissal.
- If the technician was on duty and departed on leave after official word was received but before the time set for dismissal, leave is charged only for the time the employee departed until the time set for dismissal. (Technicians should not be permitted to depart before the time set for dismissal without charge to leave.)
- If the technician was scheduled to report for duty after an initial period of leave and dismissal is given before the employee can report, leave is charged until the time set for dismissal.
- If the technician was absent on approved leave for the entire day, the entire absence is charged to appropriate leave (i.e., annual, sick, compensatory or LWOP, as applicable).

(2) Conditions Developing During Nonworking Hours. When an emergency situation develops during nonworking hours, (e.g., hazardous weather prevails and road conditions become impassable to traffic), affected technicians may be excused from work without charge to leave. The authority to administratively excuse technicians is delegated to each selecting official or his/her alternate. A technician requiring excused leave will complete SF 71 requesting the additional excused leave and attach a statement of the reason(s) for the inability to get to work, (e.g., roads blocked by fallen trees). The SF 71 and statement will be forwarded through the supervisory chain to the selecting official. The Selecting Official will approve or disapprove the request, date, sign and return the SF 71 to the supervisor. The following factors are included in making the decision to approve or disapprove such a request:

- Distance between the employee's residence and place of work.
- Mode of transportation normally used.
- Efforts by the employee to get to work
- Success by other employees in similar situations being able to report to work.

8. LAW ENFORCEMENT LEAVE:

a. Law Enforcement Leave includes technicians ordered to active duty in support of drug interdiction operations, search and rescue missions, dropping hay to cattle during blizzards, etc. Law Enforcement Leave is available to National Guard technicians serving under a permanent or temporary indefinite status appointment for 22 workdays in a calendar year for the purpose of providing military aid to enforce the law or assisting civil authorities in a State active duty status, or provide assistance to Civil Authorities in the protection of life, property or prevention of injury.

b. Technicians may elect to use annual leave, compensatory time, or leave without pay, before using Law Enforcement Leave (LEL).

c. Reference paragraph 4(e) of this publication.

d. When technicians are excused from technician employment for law enforcement leave, pay (other than travel, transportation, or per diem allowances) received for any period of time they are excused from technician employment will result in adjustment in Technician Civilian pay. If the military pay exceeds the civilian pay, no civilian pay will be made, nor will a refund of the excess military pay be required.

9. **COMPENSATORY TIME:** Compensatory time is time off, on an hour-for-hour basis, which will be given to technicians during their scheduled hours of work equal to the amount of time spent by them in regular or irregular overtime work. All compensatory time earned will be recorded on the NGB Form 46-14 (recommended), AF 428, or approved substitute and certified on Time and Attendance Records. Compensatory time should be requested in advance and must be approved by the supervisor. Compensatory time earned must be used within twenty-six (26) pay periods from the pay period in which it was earned. Compensatory time may not be used in the same pay period earned. There are no provisions for restoration of compensatory time after 26 pay periods. It is the Technician's responsibility, in coordination with the first line supervisor, to schedule the use of earned compensatory time.

10. **ATTENDANCE AT FUNERALS:** There are a number of situations in which leave and/or excused absences are appropriate in connection with technician attendance at funerals. Technicians shall be granted funeral leave as needed and requested (not to exceed 3 workdays) without loss of or reduction in pay or any other category of leave to make arrangements for, or to attend, the funeral or memorial service for an immediate relative who died as the result of a wound, disease, or injury incurred while serving as a member of the armed forces in a combat zone. Technicians making arrangements necessitated by the death of a family member or attending the funeral of a family member may use sick leave. Technicians who participate in military funerals will do so in accordance with the current TAG policy memorandum.

11. **VOLUNTARY LEAVE TRANSFER PROGRAM:** The Voluntary Leave Transfer Program provides that the unused accrued annual leave of one or more National Guard technicians may be transferred for use by another technician needing such leave because of a medical emergency.

a. Technicians requesting leave under the leave transfer program may request such leave in writing to the selecting official. Such requests may also be made by a personal representative of the technician needing the leave, **only** if the technician **is not capable** of doing so on his or her own behalf. Requests will include the name, position title, and grade or pay level of the potential leave recipient; the reasons transferred leave is required (brief description of nature, severity and expected duration of the medical emergency), and certification from physician or other health professional with respect to the medical emergency. Technicians requesting leave under this program will use Optional Form 630.

b. A technician who desires to contribute annual leave shall submit a voluntary written request to his/her own selecting official, specifying the number of hours of accrued annual leave to be transferred from his or her annual leave account to the annual leave account of a specified approved leave recipient. Technicians may not transfer annual leave to the account of their own immediate supervisor. Technicians may contribute no more than one-half the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made. Technicians in a "use-or-lose" annual leave status may transfer only the number of annual leave hours remaining in the leave years for which the leave donor is scheduled to work. Technicians desiring to contribute annual leave under this program to other National Guard technicians will use Optional Form 630-A. Technicians desiring to contribute annual leave to employees of other Federal agencies will use Optional Form 630-B.

c. Technicians approved for receipt of annual leave under this program must use the leave only for purpose of the medical emergency for which it was approved, and must use his/her own accrued sick leave and annual leave before using transferred annual leave. Transferred annual leave may be substituted retroactively for any period of leave without pay or used to liquidate an indebtedness for any period of advance leave that began on or after the beginning of the medical emergency.

d. A determination of the approval or disapproval of the request for transferred annual leave will be made within 10 calendar days (excluding non-work days and public holidays) from the time the request and medical certification are received by the selecting official. In the event of disapproval, a statement of the reasons for the disapproval will be provided to the technician or his/her representative. When a request is approved, the requesting technician or his/her representative will be notified of the approval. After approval is granted other National Guard technicians may request the transfer of annual leave to the account of the requesting technician. Procedures for determining the approval or disapproval of requests for transferred annual leave will involve the following considerations:

- the fact that the requesting technician would be absent without available paid leave due to the medical emergency for more than 24 hours;
- the degree to which the health professional's statement supports the technician's statement of the medical reason for requesting the leave;
- timely provision of required information.

12. FAMILY AND MEDICAL LEAVE:

a. Technician entitlement for family and medical leave (Restrictions may apply, see HRO/ERS for additional details if family and medical leave use is being considered). An eligible technician is entitled to a total of 12 administrative workweeks of unpaid leave (appropriate paid leave may be substituted) during any 12-month period for one or more of the following reasons:

- (1) The birth of a son or daughter of the technician and the care of such son or daughter;
- (2) The placement of a son or daughter with the technician for adoption or foster care;
- (3) The care of a spouse, son, daughter or parent of the technician, who have a serious health condition; or;
- (4) A serious health condition of the technician that makes the technician unable to perform the essential functions of his or her position;
- (5) Make arrangements necessitated by the death of a family member or attend funeral of a family member.

b. The Family Friendly Leave Act defines family members as:

- (1) Spouse and parents thereof;
- (2) Children, including adopted children and spouses thereof;
- (3) Parents;
- (4) Brothers and sisters, and spouses thereof;
- (5) Any individual related by blood or affinity whose close association with the technician is the equivalent of a family relationship.

c. Technician responsibility in requesting family and medical leave. A technician shall take only the amount of family and medical leave necessary to manage the circumstance that prompted the need for leave. All requests for leave without pay shall be submitted in accordance with paragraph 5a. LEAVE WITHOUT PAY (LWOP) above.

d. Technicians may substitute appropriate paid leave for any or all of the period of time taken for the above purposes. In the event the technician elects to do so, he or she must notify, their selecting official, in writing, at least 2 weeks prior to the date such paid time off commences. If the technician is in a LWOP status when the request is made, the selecting official will return the technician to duty in accordance with Paragraph 5b (LWOP) above. The technician will then be placed in the appropriate leave status consistent with the current law and regulations governing the granting of annual, sick, etc.

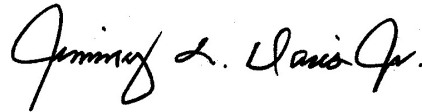
e. Additional documentation. All requests for leave under this entitlement shall include a memorandum stating circumstances that prompted the need for leave and a medical certificate from the health care provider to include the date the serious health condition commenced; the probable duration of the condition; and the appropriate health facts within the knowledge of the health provider as to the technician's condition or the need for the technician to be with his/her family.

f. Authority to grant leave for the above purposes is delegated to the first level supervisor. The supervisor is responsible for maintaining documentation on leave approved and reporting annually to the HRO using the SF-71.

13. LEAVE STATUS FOR TECHNICIAN ON INCAPACITATION PAY:

a. Technicians have the option of using annual, sick, compensatory leave or leave without pay if they are entitled to incapacitation pay from the military.

b. Entitlement to military incapacitation pay may be reduced or eliminated if the technician remains in a paid leave status. Public Law 99-661, dated 14 November 1986, revised the pay and allowance entitlements for members of the Reserve Components who incur an injury, illness or disease while performing inactive duty training or while traveling directly to or from such training. .



JIMMY L. DAVIS, JR.
Colonel, GA ANG
Human Resources Officer

OFFICIAL:

DISTRIBUTION :

Each Selecting Official
Each Commander
Each Technician Supervisor
Each HRO Remote Designee
GA Association of Civilian Technicians
Through: GA HRO Website at <http://www.gahro.ang.af.mil/index.htm>

FORMS APPENDIX:

**REQUEST FOR RESTORATION OF
FORFEITED ANNUAL LEAVE**

(Please type or print)

Name: _____ **Social Security number:** _____

Number of restored hours requested: _____

(Attach copies of SF-71's for scheduled and approved leave that was cancelled.)

Check reason for restoration:

☐ **Sickness**-Scheduled annual leave could not be taken due to sickness.

☐ **Exigency of public business** - scheduled annual leave could not be taken or rescheduled due to urgent and critically important work requirements.

☐ **Administrative Error** - annual leave was forfeited due to documented administrative error.

Explain the circumstances supporting restoration (e.g., dates that annual leave was originally scheduled, date of sickness, nature/criticality of exigency, nature of administrative error, etc.):

Signature: _____ **Date:** _____

Supervisor's Recommendation

☐ Recommend approval. The forfeited annual leave meets the requirement for restoration.

☐ Recommend disapproval. A statement of the reason(s) is attached.

Supervisor's Name: _____ **Location** _____

Signature: _____ **Date:** _____

Approving Official's Decision (HRO)

☐ Request approved. The forfeited annual leave meets the requirements for restoration.

☐ Request disapproved. A statement of the reason(s) is attached.

Approving Official's Name: _____ **Location** _____

Signature: _____ **Date:** _____

Note: Any restored annual leave must be used within two years after the date of restoration or it is again forfeited with no further rights to restoration.

HRO FORM 630-1 (Feb 01)

REQUEST FOR LEAVE OR APPROVED ABSENCE

1. NAME (Last, First, Middle Initial)				2. EMPLOYEE OR SOCIAL SECURITY NUMBER	
3. ORGANIZATION					
4. TYPE OF LEAVE/ABSENCE <i>(Check appropriate box(es) below.)</i>	DATE From: To:	TIME From: To:	TOTAL HOURS	5. FAMILY AND MEDICAL LEAVE	
<input type="checkbox"/> Accrued Annual Leave <input type="checkbox"/> Restored Annual Leave <input type="checkbox"/> Advanced Annual Leave	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	If annual leave, sick leave, or leave without pay will be used under the Family and Medical leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <div style="margin-left: 20px;"> <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious Health Condition of Spouse, Son, Daughter, or Parent <input type="checkbox"/> Serious Health Condition of Self </div>	
Purpose: <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Other <div style="margin-left: 20px;"> <input type="checkbox"/> Care of family member/bereavement, including medical/dental/optical </div>				Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act of 1993.	
<input type="checkbox"/> Compensatory Time Off	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	(Specify in Remarks)	
<input type="checkbox"/> Other Paid Absence <i>(Specify in Remarks)</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Leave Without Pay	
6. REMARKS					
7. CERTIFICATION: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.					
EMPLOYEE SIGNATURE				DATE	
8. OFFICIAL ACTION ON REQUEST: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>					
SIGNATURE				DATE	
PRIVACY ACT STATEMENT Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management. Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.					

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Previous edition may be used

STANDARD FORM 71 (REV. 12-97)
Prescribed by OFFICE OF PERSONNEL MANAGEMENT, 5 CFR Part 630

Leave Recipient Application Under The Voluntary Leave Transfer Program

Optional Form 630 (E6)
June 1989
U.S. Office of Personnel Management
FPM Chapter 630

1. Applicant's Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)		6. Payroll Office Number
7. Nature and Severity of the Medical Emergency		

8. Individual Affected by Medical Emergency (Check one) <input type="checkbox"/> Employee <input type="checkbox"/> Employee's Family Member	9. Date Medical Emergency Began	10. Date Medical Emergency Ended (Or is Expected to End)
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11. Name of Physician Who Will Verify the Medical Emergency (Attach documentation from the physician (or other appropriate expert) showing the diagnosis, prognosis and duration of the illness.)

12. What is the Applicant's Leave Balance as of End of Last Pay Period?	13. How Many Hours of Leave Without Pay Have Been Used for This Medical Emergency?
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14. Does the Applicant Want a Description of the Medical Emergency Distributed to Servicing Personnel Offices so that Other Employees May donate Leave to the Account?
☐ No ☐ Yes If "Yes," Provide the Description Below.

☐ Check. If the Applicant Does Not Wish to Have Name Used With the Description or Disclosed to Anyone Except Supervisor, the Supervisory Channel and the Deciding Official, and Individuals Who Maintain the Program.

15. Name of Individual Completing the Application (If Applying on Behalf of the Applicant)	Relationship to Applicant	Telephone Number
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16. I Certify that the Above Statements are True. Signature of Applicant or Individual Applying on Behalf of the Applicant	Date Signed
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Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the application to become a leave recipient. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil criminal law, rule or

regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application.

17. First Level Supervisor's Recommendation, Signature, and Date Signed <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	18. Deciding Official's Decision, Signature and Date Signed <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
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REPRODUCE LOCALLY

PerFORM (OLA)

Request To Donate Annual Leave To Leave Recipient *(Within Agency)* Under The Leave Transfer Program

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this leave year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not revocable. If a sufficient balance of unused leave

remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, U.S.C., on the date the medical emergency terminates.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation of potential violation of civil or criminal law,

rule, or regulation; or to another agency or court when the Government is party to a suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary but failure to do so may delay or prevent action on the request to donate leave.

TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		
5. Name of Organization (Agency, Department, Office, Division, Branch, etc.)		
6. Amount of Annual Leave as of End of Last Pay Period	7. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	8. Amount of Annual Leave To Be Transferred
9. Individual's Name or Identification Number to Whom Leave is Being Donated		
10. Signature		Date Signed

REPRODUCE LOCALLY